

DRIVER TRAINING DIVISION

CLOSED DRIVER EDUCATION SCHOOL PROCEDURE

In the event of a driver education school closure, a Texas Education Agency representative will be assigned to the school closure case. The Agency's first priority is to determine if the closed school has completed or will complete ALL training for any active students.

STUDENT TRANSFERS

If the closing school owner CANNOT or WILL NOT complete the required training for ALL ACTIVE / UNFINISHED students, or arrange a transfer of credit hours, an Agency Representative will visit the school, meet with the school owner/director, and collect all student records and information.

RECORDS

Collected records include STUDENT CONTRACTS, INDIVIDUAL STUDENT RECORDS (CLASSROOM AND IN-CAR), PAID RECEIPTS, and a STATEMENT SIGNED BY THE SCHOOL OWNER that the school was voluntarily closed.

CONTACTING THE PARENTS

Once the Student Records are processed, each parent will receive a letter from the Agency providing credit hour transfer information and requests for proof of payment, as applicable.

REFUNDS

School owners are required by state law to maintain a surety bond to operate in Texas. This amount is \$10,000 for a primary school and \$5,000 for each branch school.

After student records are processed and proof of payment determined, the Agency will contact the appropriate insurance company and file a claim on the surety bond. The entire process may take up to six months to complete.

Refunds are determined by (a) Number of Active/Unfinished Students, (b) Number of Hours Completed (Classroom, Behind-The-Wheel, Observation), (c) Available Paid Receipts, and (d) Available Surety Bond amount. Refund amounts are dependent upon these factors and there is no guarantee of a full reimbursement of tuition cost per instructional hour initially paid under the original contract with the school.

If you have questions concerning a closed driver education school, you may contact the Driver Training Division at 512-505-0500. Comments may be submitted to DriverTraining@esc13.txed.net.